

WORKFORCE POLICY BULLETIN

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| <p>DATE: January 28, 2010</p> <p>TO: Contracted Service Providers</p> <p>FROM: Stephen Baiter, Executive Director, Workforce Development Board of Contra Costa County</p> <p>SUBJECT: Individual Training Account Payment Limits</p> | <p>WPB #01-10</p> <p>SUBJECT:</p> <ul style="list-style-type: none"><input type="checkbox"/> ADMIN<input type="checkbox"/> PLANNING<input type="checkbox"/> MARKETING<input type="checkbox"/> EEO/AA<input type="checkbox"/> FISCAL<input checked="" type="checkbox"/> OPERATIONS<input type="checkbox"/> RAPID RESPONSE <p>SPECIAL FILING: X</p> |
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The purpose of this Workforce Board Bulletin is to update this Workforce Investment Area's Policy regarding **Individual Training Account Payment Limits**.

The Workforce Investment Act allows local workforce boards to allocate a portion of their formula funds for use as Individual Training Accounts (ITAs.) These dollars can be accessed by individuals enrolled in our Workforce Investment Act (WIA) programs (Adult, Dislocated Worker, Youth, and WIA special grant-funded programs) who are receiving intensive services.

To receive an ITA, an individual job seeker is required to review and present labor market information to a Case Manager to provide validation of demand for employment in the area that they are requesting training. As part of this process, individuals must also review the list of eligible training providers that offer relevant coursework. Finally, they must also show a commitment to complete the training program that they are requesting support for enrollment and tuition. Once this work is completed, supervisory staff review and approve or deny requests for ITA funds.

Historically, the four Workforce Investment Boards (WIBs) that comprise EASTBAY Works have worked together to create a system-wide policy that established common ITA payment limits to dissuade individuals from crossing geographic boundaries in pursuit of more generous training benefits. That initial policy established a \$5,000 ITA cap per individual and allowed for One-Stop supervisory staff to waive this cap on a case-by-case basis.

The last two program years (2007-2008 and 2008-2009) have seen a sharp increase in customer usage and training requests throughout the East Bay. The increased demand for training services has created challenges as dollars available for training are being spent down more quickly, creating shortages of funds later in the program year. Recognizing this issue, WDB staff recently surveyed other local workforce boards throughout the greater Bay Area and found that most local areas have ITA caps ranging between \$2,500 and \$3,500 per person.

In January 2009 the Policy Program and Performance (P3) committee discussed and recommended that the WDB take action to lower the current ITA cap from \$5,000 to \$3,000. As

part of developing this recommendation, Workforce Development Board (WDB) staff discussed this issue with One-Stop staff and determined that a lower ITA cap could potentially help increase the number of individuals receiving ITA funds. At its January 2009 meeting, the WDB ratified the recommendation of the P3 committee to lower the ITA cap from \$5,000 to \$3,000, maintaining the proviso that exceptions to this cap may be made on a case by case basis as approved by service provider staff.

Policy

It is the policy of the WDB that all of its service providers lower the current cap for tuition payments of Individual Training Accounts (ITAs) from the current \$5,000 level to \$3,000. Exceptions to the cap may be made on a case by case basis as approved by the appropriate service provider.

The new ITA limit will go into effect as of February 1, 2010.

If you have any questions regarding this bulletin, please contact Joyce Reynolds at (925) 602-6814 or jreynolds@ehsd.cccounty.us.

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